

**ADOPTED 2005 BUDGET****DEPT:** DEPARTMENT OF ADMINISTRATIVE SERVICES - PROCUREMENT**UNIT NO.** 1152**FUND:** General - 0001**OPERATING AUTHORITY & PURPOSE**

The Procurement Division of the Department of Administrative Services is empowered by Chapter 32 of the Milwaukee County Ordinances to purchase or contract for supplies, materials, equipment and contractual services needed by County departments, agencies and institutions. This authority does not include public works programs, professional service contracts, repairs or alterations to buildings, structures, or leases of County-owned real estate and appurtenances which are administered by the Department of Parks and Public Infrastructure (DPPI). The Procurement Division is also authorized to develop standards, prepare specifications, sign

and issue contracts and purchase orders, process requests for proposals with the exception of professional service contracts, and assist the Milwaukee County Transit System processing of purchase orders.

Additionally, the Procurement Division provides Disadvantaged Business Enterprises an opportunity to participate in Milwaukee County's procurement process pursuant to ordinances and annual goals established by the Milwaukee County Board of Supervisors.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	2003 Actual	2004 Budget	2005 Budget	2004/2005 Change
Personal Services (w/o EFB)	\$ 513,216	\$ 490,653	\$ 494,972	\$ 4,319
Employee Fringe Benefits (EFB)	192,868	267,501	277,522	10,021
Services	77,789	74,655	82,281	7,626
Commodities	6,264	3,810	5,060	1,250
Other Charges	0	9,092	0	(9,092)
County Service Charges	108,909	92,646	82,291	(10,355)
Abatements	(85,843)	(68,130)	(49,355)	18,775
<b>Total Expenditures</b>	\$ 813,203	\$ 870,227	\$ 892,771	\$ 22,544
<b>Total Revenues</b>	\$ 320	\$ 50,000	\$ 50,000	\$ 0
<b>Direct Property Tax Levy</b>	\$ 812,883	\$ 820,227	\$ 842,771	\$ 22,544

<b>ADDITIONAL COSTS NOT INCLUDED IN TAX LEVY*</b>				
<b>Account Summary</b>	2003 Actual	2004 Budget	2005 Budget	2004/2005 Change
Central Service Allocation	\$ 0	\$ 0	\$ 0	\$ 0
Courthouse Space Rental	0	0	0	0
Document Services	2,482	7,600	1,734	(5,866)
Tech Support & Infrastructure	28,597	27,344	19,882	(7,462)
Distribution Services	1,518	2,309	1,179	(1,130)
Telecommunications	9,680	4,635	2,526	(2,109)
Records Center	0	0	0	0
Radio	0	0	0	0
Personal Computer Charges	17,934	10,876	9,513	(1,363)
Applications Charges	25,632	15,366	14,521	(845)
<b>Total Charges</b>	\$ 85,843	\$ 68,130	\$ 49,355	\$ (18,775)
<b>Direct Property Tax Levy</b>	\$ 812,883	\$ 820,227	\$ 842,771	\$ 22,544
<b>Total Property Tax Levy</b>	\$ 898,726	\$ 888,357	\$ 892,126	\$ 3,769

\* These costs are included in other departmental and non-departmental budgets. They are reflected here to show the "total" amount of tax levy support for this Department.

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<b>PERSONNEL SUMMARY</b>				
	2003 Actual	2004 Budget	2005 Budget	2004/2005 Change
Personal Services (w/o EFB)	\$ 513,216	\$ 490,653	\$ 494,972	\$ 4,319
Employee Fringe Benefits (EFB)	\$ 192,868	\$ 267,501	\$ 277,522	\$ 10,021
Position Equivalent (Funded)*	13.1	9.7	10.1	0.4
% of Gross Wages Funded	74.8	88.2	93.9	5.7
Overtime (Dollars)**	\$ 0	\$ 0	\$ 0	\$ 0
Overtime (Equivalent to Positions)	0.0	0.0	0.0	0.0

\*\* For 2003, the Position Equivalent is the budgeted amount.

\*\*\* Delineated for information. (Also included in personal services.)

<b>PERSONNEL CHANGES</b>				
Job Title/Classification	Action	Number of Positions/ Total FTE	Division	Cost of Positions (Excluding Fringe Benefits)
Office Support Assistant 2	Abolish	1/1.0	Standards & Specification	\$ (26,026)
			<b>TOTAL</b>	<b>\$ (26,026)</b>

**MISSION**

The Procurement Division, within the scope of Chapter 32, shall obtain goods and services for Milwaukee County customers which enhance the quality of life in Milwaukee County and fully utilize all segments of the business community.

the Personal Services lump sum adjustment for a zero net tax levy impact.

**BUDGET HIGHLIGHTS**

- Personal Services expenditures without fringe benefits increased by \$4,319 from \$490,653 to \$494,972. Funded positions increased .4, from 9.7 to 10.1.
- A lump sum salary reduction of \$29,796 is created to establish a net salary budget that is 93.9% of gross wages. For 2004, the lump sum salary reduction was \$61,524, or 88% of gross wages.
- \$(26,026) Abolish 1 Office Support Assistant 2  
\$ 26,026 PS Lumpsum Adjustment  
 \$ 0

- The Procurement Division of DAS will be relocating to City Campus during the third quarter of 2005. An increase of \$11,939 in building and space rental is budgeted to reflect a 3% increase in rent for half-year rental of the Wirth Street office and moving expenses.
- The \$25 fee is continued for vendors who wish to be added to the Milwaukee County list of approved vendors. Revenue of \$50,000 remains at the 2004 level from this fee and is based on estimates that a least two-thirds of its vendors will find the fee a reasonable assessment for services provided by this division.
- The County Procurement Division and the City of Milwaukee Procurement Division continue to identify areas of duplicate commodities and to collaborate on cost-effective procurement of such commodities.

The vacant position of Office Support Assistant 2 is abolished with an offsetting adjustment to

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- The 2005 Budget reflects a zero wage increase for all represented, non-represented and Executive Compensation Plan (ECP) positions. In addition, ECP positions are not provided step increases or performance awards in 2005 as allowed in County Ordinance Section 17.265 (3).
- All departments are required to operate within their expenditure appropriations and their overall budgets. Pursuant to Section 59.60(12), Wisconsin Statutes, "No payment may be authorized or made and no obligation incurred against the county unless the county has sufficient appropriations for payment. No payment may be made or obligation incurred

against an appropriation unless the director first certifies that a sufficient unencumbered balance is or will be available in the appropriation to make the payment or to meet the obligation when it becomes due and payable. An obligation incurred and an authorization of payment in violation of this subsection is void. A county officer who knowingly violates this subsection is jointly and severally liable to the county for the full amount paid. A county employee who knowingly violates this subsection may be removed for cause."

ACTIVITY AND STATISTICAL SUMMARY				
	2003 Budget	2003 Actual	2004 Budget	2005 Budget
<u>Purchasing Section</u>				
Blanket Order Releases Processed	30,000	56,138	25,000	86,000
Purchase Orders Issued	6,500	34,307	4,500	40,000
Value of Purchase Orders (\$ Millions)	\$ 60.0	\$ 65.0	\$ 85.0	\$ 70.0
Departmental Purchase Orders	5,000	10,670	15,000	12,000
Formal Bids Issued	300	24	45	100
Requests for Proposal Issued	25	3	15	20
Informal Bids and Quotes Issued	400	53	200	400
General Awards	3,500	2,754	2,500	6,500
<u>Disadvantaged Business Enterprise - GOAL</u>				
Dollar Amount of Procurements	\$ 3,000,000	\$ 2,000,000	\$ 4,000,000	\$ 3,000,000
Awarded to DBE Vendors				

\* Does not include confirming orders.